

**STATE OF NEVADA  
BOARD OF EXAMINERS  
FOR LONG TERM CARE ADMINISTRATORS**

**MINUTES OF QUARTERLY MEETING  
FEBRUARY 26, 2004  
GRANT SAWYER BUILDING  
CAPITOL POLICE ROOM 1111  
555 EAST WASHINGTON AVENUE  
LAS VEGAS, NV 89101-1049**

1. MARGARET MCCONNELL, CHAIRPERSON, CALLED THE MEETING TO ORDER AT 9:20 A.M.
2. TERRY PEDROTTI, EXECUTIVE SECRETARY, CALLED THE ROLL. A QUORUM WAS PRESENT

**BOARD MEMBERS PRESENT:**

MARGARET MCCONNELL, CHAIRPERSON  
TERRY D. CLODT  
ARNOLD H. GREENHOUSE, M.D.  
DOUGLAS SINCLAIR  
BRUCE MCANNANY FOR CAROL SALA

**BOARD MEMBERS ABSENT:**

DONNA J. ROSE, SECRETARY/TREASURER – EXCUSED  
CAROL SALA – EXCUSED  
MARY ELLEN WILKINSON, VICE-CHAIRPERSON – EXCUSED

**STAFF:**

CHARLOTTE M. BIBLE, CHIEF DEPUTY ATTORNEY GENERAL  
TERRY PEDROTTI, EXECUTIVE SECRETARY

**GUESTS:**

CAROL SHELTON, DAS – LAS VEGAS

MS. MCCONNELL ACKNOWLEDGED THE GUEST AND WELCOMED HER. MS. MCCONNELL ALSO STATED THAT ITEMS ON THE AGENDA WOULD BE TAKEN OUT OF ORDER TO CONDUCT BUSINESS IN AN EXPEDITIOUS MANNER.

**3.\*\* SECRETARY/TREASURER'S REPORTS:**

- A. BECAUSE DONNA ROSE, SECRETARY/TRESURER WAS ABSENT, MARGARET MCCONNELL ASKED IF THERE WERE ANY CORRECTIONS, ADDITIONS OR DELETIONS TO THE MINUTES OF THE BOARD MEETING OF NOVEMBER 19, 2003 THAT HAD BEEN DISTRIBUTED EARLIER. THERE WERE NO CORRECTIONS. DOUGLAS SINCLAIR MOVED TO APPROVE THE MINUTES AS WRITTEN. TERRY CLODT SECONDED THE MOTION, AND THE MINUTES WERE APPROVED UNANIMOUSLY.

**B. FINANCIAL REPORTS:**

- (1) NET WORTH REPORT AS OF FEBRUARY 19, 2004.
- (2) COMPARISON OF INCOME AND NET WORTH SINCE 1999. MS. MCCONNELL EXPLAINED THAT SHE HAD REQUESTED TERRY PEDROTTI TO PREPARE THIS REPORT IN AN EFFORT TO COMPARE THE FLUCTUATIONS IN INCOME AND NET WORTH IN THE HISTORIC BIENNIAL RENEWALS OF LICENSES.

BRUCE MCANNANY ASKED ABOUT THE FLUCTUATIONS IN THE BIENNIAL RESULTS. TERRY PEDROTTI EXPLAINED THAT THIS IS DUE TO THE INCREASED NUMBER OF RENEWALS THAT OCCUR ON THE ANNIVERSARY OF THE FIRST ISSUE OF LICENSES TO RESIDENTIAL FACILITY ADMINISTRATORS.

- (3) SECOND QUARTER REPORT PREPARED BY THE CPA SHOWED A LOSS THAT HAD BEEN PROJECTED.

MARGARET MCCONNELL REQUESTED A MOTION. ARNOLD GREENHOUSE MOVED TO ACCEPT THE FINANCIAL REPORTS AS SHOWN. TERRY CLODT SECONDED THE MOTION AND IT WAS CARRIED.

MS. MCCONNELL ASKED THAT TERRY PEDROTTI PREPARE THE COMPARISON REPORT FOR THE NEXT MEETING IN ORDER TO GAUGE THE FINANCIAL STATUS FOR THE YEAR.

4. ADMINISTRATIVE REPORT:

TERRY PEDROTTI HAD PREPARED THE QUARTERLY LICENSEE ACTIVITY REPORT AND A COPY OF THE LETTER TO LEGISLATIVE COUNSEL BUREAU (LCB) REPORTING THE ACTIVITY, AND, SPECIFICALLY REPORTING DISCIPLINARY ACTIONS. THIS IS A REQUIRED REPORT. THE REPORT SHOWED THE BOARD HAS HAD ONE DISCIPLINARY ACTION THAT HAS NOT YET BEEN FINALIZED AND WAS REPORTED, TOGETHER WITH THE CONTINUING ACTIVITY OF LICENSEES.

MS. PEDROTTI EXPLAINED THAT NUMEROUS APPLICATION REQUESTS COME INTO THE OFFICE. ALSO THERE HAS BEEN A SLIGHT INCREASE IN THE ISSUANCE OF NURSING FACILITY ADMINISTRATOR LICENSES, AS WELL AS RESIDENTIAL FACILITY ADMINISTRATOR LICENSES. HOWEVER, A NUMBER OF OLDER LICENSEES ARE ALLOWING THEIR LICENSES TO EXPIRE OR PLACED ON AN INACTIVE STATUS. THE INCREASES IN FEES FROM THE BUREAU OF LICENSURE AND CERTIFICATION (BLC) HAVE ALSO CONTRIBUTED.

DOUGLAS SINCLAIR MOVED TO ACCEPT THE ADMINISTRATIVE REPORT AS PRESENTED. ARNOLD GREENHOUSE SECONDED THE MOTION, AND IT WAS CARRIED UNANIMOUSLY

MARGARET MCCONNELL THEN EXPLAINED THAT THIS BOARD IS WORKING CLOSELY WITH BLC TO MAINTAIN AS COMPLETE A ROSTER AS POSSIBLE OF ADMINISTRATORS AND THEIR RESPECTIVE FACILITIES. TERRY PEDROTTI STATED THAT COPIES OF NRS 654.100 AND NAC 654.250 ARE BEING ENCLOSED IN COMMUNICATIONS TO LICENSEES TO HOPEFULLY INCREASE THE LICENSEES' AWARENESS OF THE NECESSITY OF KEEPING THE BOARD ADVISED OF CHANGES IN THEIR STATUS.

5.\*\* A. NFA LICENSES:-

- (1) CHIDESTER, KREGG
- (2) DEWESE, CLARISSA
- (3) GIBSON, DAVID H.
- (4) KEMMET, KASEY J.
- (5) OWEN, ROBERT E.

ALL REQUIREMENTS HAD BEEN MET. MARGARET MCCONELL REQUESTED A MOTION. TERRY CLODT MOVED TO APPROVE LICENSURE OF THE APPLICANTS. DOUGLAS SINCLAIR SECONDED THE MOTION. THERE WAS NO DISCUSSION AND THE MOTION WAS CARRIED.

C. RFA LICENSES:

- (1) ABSHERE, APRIL
- (2) CAIOLO, MICHAEL
- (3) COLEMAN, LASANDRA
- (4) CURTIS, ALMA K.
- (5) MAZARAKES, HELENE
- (6) RAFAEL, IRMA
- (7) RODGERS, FRANCIS X.
- (8) ROQUE, JANET E.
- (9) SHTROL, MICHA
- (10) UBANI-EBERE, OBINA

ALL REQUIREMENTS HAD BEEN MET. DOUGLAS SINCLAIR MOVED TO APPROVE LICENSURE OF THE APPLICANTS. ARNOLD GREENHOUSE SECONDED THE MOTION AND THE MOTION WAS CARRIED.

D. INACTIVE REQUESTS:

- (1) BURSEY, JAMES, NVA
- (2) DEMESA, WILFREDO, NFA
- (3) GAMMON, BETY, RFA
- (4) OGDEN, DARYLANN, RFA
- (5) RILEY, DOROTHY E., NFA
- (6) SUPCHAK, TAMELA L., NFA

ALL REQUIREMENTS HAD BEEN MET. TERRY CLODT MOVED TO ACCEPT THE REQUESTS FOR INACTIVE STATUS. ARNOLD GREENHOUSE SECONDED THE MOTION. THE MOTION WAS CARRIED UNANIMOUSLY.

7.\*\* UNFINISHED BUSINESS:

A. THE NAB APPLICATION MODEL CONTAINED ONE ITEM THE BOARD FELT SHOULD BE INCLUDED IN THE BELTCA APPLICATION, NAMELY, THE ADDITION OF A REQUEST FOR A COPY OF DRIVER'S LICENSE AND/OR OTHER PHOTO IDENTIFICATION. TERRY PEDROTTI STATED THAT BELTCA'S APPLICATION NOW CONTAINS THAT REQUEST.

BRUCE MCANNANY MOVED THAT THE PRESENT APPLICATION SHOULD CONTAIN THE REQUEST FOR COPY OF DRIVER'S LICENSE AND/OR OTHER PHOTO IDENTIFICATION. DOUGLAS SINCLAIR SECONDED THE MOTION, AND IT WAS CARRIED UNANIMOUSLY.

B. THE AIT LETTER OF INQUIRY PREPARED BY DONNA ROSE WAS PRESENTED BY TERRY PEDROTTI. A DISCUSSION FOLLOWED IN WHICH THE WORDING WAS QUESTIONED AND SEVERAL CHANGES WERE SUGGESTED, INCLUDING REFERENCES TO NRS 654.110(h) and NAC 654.100.3.(a). TERRY PEDROTTI AND CHARLOTTE BIBLE WILL PREPARE A NEW VERSION OF THE LETTER. TERRY CLODT MOVED THAT THE CHANGES DISCUSSED SHOULD BE INCORPORATED IN THE NEW VERSION OF THE LETTER. A DISCUSSION FOLLOWED. THE MOTION WAS AMENDED TO PROVIDE THAT THE LETTER BE REVIEWED BY THE CHAIRPERSON, MARGARET MCCONNELL, AND CHARLOTTE BIBLE BEFORE SENDING THE LETTER TO THE ADMINISTRATORS. THE MOTION WAS SECONDED BY ARNOLD GREENHOUSE, AND IT WAS CARRIED UNANIMOUSLY. DONNA ROSE WILL PREPARE A REPORT FOR THE BOARD'S CONSIDERATION WHEN THE RESPONSES ARE RECEIVED FROM THE ADMINISTRATORS.

C. TERRY CLODT PRESENTED A DRAFT OF THE AGENDA FOR THE ELDERLY ABUSE TRAINING PROGRAM HE, MARGARET MCCONNELL, TERRY STRICKER OF DAS, LAS VEGAS, AND REPRESENTATIVES FROM THE ELDERLY ABUSE DIVISION OF METRO POLICE ARE PLANNING TO PRESENT. THE PROGRAM WILL BE HELD AT THE WEST CHARLESTON COMMUNITY COLLEGE AUDITORIUM. THE PROGRAM IS BEING MOSTLY UNDERWRITTEN BY THE DIVISION FOR AGING SERVICES. NOTICES WILL BE SENT TO MEDICAL ENTITIES WHERE EMPLOYEES ARE CARING FOR THE ELDERLY: I.E., HOSPITALS, AMBULANCE SERVICES, SOCIAL WORKERS, NURSING HOMES, RESIDENTIAL ASSISTED LIVING FACILITIES, ETC. THE PROGRAM IS PLANNED FOR MAY 28, 2004 AT THE PRESENT TIME, FROM 8:00 A.M. TO 12:30 P.M. CEU'S WILL BE GIVEN FOR ATTENDEES. BLC WAS INVITED TO PARTICIPATE. THEY SAID THEY WOULD. A DISCUSSION FOLLOWED ON A POSSIBLE CONFLICT WITH THE MEMORIAL DAY WEEKEND OF THE DATE. MARGARET MCCONNELL WILL ATTEMPT TO CHANGE IT TO A MORE CONVENIENT TIME.

D. REGARDING THE ENFORCEMENT OF THE REQUIREMENT FOR NOTIFICATION OF STATUS CHANGES, MARGARET MCCONNELL REQUESTED THAT ISSUE SHOULD BE DISCUSSED UNDER ITEM 8B FOR CONSIDERATION UNDER POSSIBLE AMENDMENTS TO RULES AND REGULATIONS.

8.\*\* NEW BUSINESS:

- A. MARGARET MCCONNELL EXPLAINED THAT SOME LICENSEES HAD REQUESTED CEU'S FOR CPR AND FIRST AID CLASSES AS CEU'S FOR RENEWAL PURPOSES. TERRY PEDROTTI EXPLAINED THAT THE LICENSEES HAD MADE THE REQUEST, EXPLAINING THAT THE PROGRAM IN QUESTION WAS SPONSORED BY THE AMERICAN HEART ASSOCIATION AND APPROVED BY THE NEVADA NURSING BOARD. UNDER NORMAL CIRCUMSTANCES CPR AND FIRST AID CLASSES ARE NOT ACCEPTED FOR CEU PURPOSES, AS THEY ARE A REQUIREMENT FOR ALL CAREGIVERS, ADMINISTRATORS, LVN'S, LPN'S, ETC. HOWEVER, THIS PARTICULAR COURSE WAS AN 8-HOUR COURSE FOR WHICH 8 CEU'S WERE GIVEN. MS. MCCONNELL ALSO RAISED THE QUESTION OF WHETHER DUPLICATED CLASSES EVERY 2 YEARS SHOULD BE SCRUTINIZED MORE CAREFULLY. A DISCUSSION FOLLOWED AND IT WAS DETERMINED THAT THE COURSE IN QUESTION SHOULD BE REVIEWED BY ARNOLD GREENHOUSE, AND IF NOT APPROVED, ALLOW THE LICENSEES 90 DAYS IN WHICH TO COMPLETE THE REQUIRED 8 HOURS OF CEU.

BRUCE MCANNANY MOVED TO ALLOW THE LICENSEES 90 DAYS IN WHICH TO COMPLETE THE 8 HOURS OF REQUIRED CONTINUED EDUCATION. ARNOLD GREENHOUSE SECONDED THE MOTION, AND IT WAS APPROVED. TERRY PEDROTTI WAS ASKED TO SEND TO ARNOLD GREENHOUSE A COPY OF THE CERTIFICATE FOR HIS REVIEW AND FURTHER CONSIDERATION. THIS MATTER WILL BE PLACED ON THE AGENDA FOR THE NEXT MEETING.

- B. MARGARET MCCONNELL STATED THAT THE BOARD'S RULES AND REGULATIONS HAVE NOT BEEN ADDRESSED FOR CHANGES IN EXCESS OF 2 YEARS, THUS CREATING THE NEED TO REVIEW AND PREPARE TO MAKE CHANGES WHERE DEEMED NECESSARY. SEVERAL SUGGESTIONS WERE DISCUSSED:
- (1) 7.\*\* D. ENFORCING STATUS CHANGE NOTICES AS IT RELATES TO CHANGES IN ADDRESSES, CHANGES IN FACILITIES, DISPLAYING LICENSES AT FACILITIES, ETC. MS. MCCONNELL SUGGESTED LOOKING CAREFULLY AT THIS ISSUE AND POSSIBLY ADDING A MONETARY FINE TO ENFORCE ACCOUNTABILITY BY THE LICENSEES. A DISCUSSION FOLLOWED IN WHICH REFERENCES WERE MADE TO PROCEDURES USED BY OTHER BOARDS. THE BOARD MEMBERS WERE ASKED TO BRING RECOMMENDATIONS TO THE NEXT BOARD MEETING. CHARLOTTE BIBLE STATED THAT SHE WOULD PREPARE THE FRAMEWORK FOR THE WORKSHOP TO BE HELD AT THE NEXT BOARD MEETING.

- (2) TERRY CLODT ASKED ABOUT THE POSSIBILITY OF ADDING "SUBPOENA POWER" TO THE ROLE OF AN INVESTIGATOR FROM THE BOARD IN ORDER TO FACILITATE OBTAINING RECORDS IN THE COURSE OF AN INVESTIGATION.
- (3) TERRY PEDROTTI WAS ASKED TO CHECK WITH MARY ELLEN WILKINSON AND DONNA ROSE REGARDING ANY POSSIBLE CHANGES TO THE RULES AND REGULATIONS PERTAINING TO NURSING FACILITIES.
- (4) A RECOMMENDATION WAS MADE TO LIMIT THE CHANGES TO THE RULES AND REGULATIONS RATHER THAN ATTEMPTING TO CHANGE THE STATUTES.
- (5) MARGARET MCCONNELL STATED THAT THE TRAINING SYSTEM FOR RESIDENTIAL FACILITY ADMINISTRATOR APPLICANTS DOES NOT SUFFICIENTLY PREPARE THE INDIVIDUALS FOR THE CARE OF THE ELDERLY. MS. MCCONNELL SUGGESTED A MORE STRINGENT TRAINING METHOD SHOULD BE CONSIDERED TO ADD TO THE BOARD'S PRESENT REQUIREMENT OF ONLY 40 HOURS OF TRAINING. THE ADDITIONAL TRAINING SHOULD BE IN A FORM OF HANDS-ON-TRAINING AND/OR A PROGRAM SIMILAR TO THE AIT REQUIREMENT FOR NURSING FACILITY ADMINISTRATORS. BRUCE MCANNANY SUGGESTED THAT DAS WOULD BE HAPPY TO ASSIST THE BOARD IN THIS EFFORT. RECOMMENDATIONS WERE REQUESTED FOR THE WORKSHOP.

THE FIRST WORKSHOP WILL BE HELD AT THE CONCLUSION OF THE NEXT BOARD MEETING IN MAY.

9.\*\* IN THE MATTER OF THE COMPLAINT AGAINST LYNN CHRISTENSEN, LICENSE NO. 307, CASE NO. 35822 – CONSIDERATION OF RESPONDENTS OBJECTIONS TO BOARD'S LIST OF COSTS AND FEES WAS TABLED TO THE NEXT MEETING, OR AN EMERGENCY TELEPHONE CONFERENCE/VIDEO MEETING, BECAUSE THE RESPONDENTS HAD NOT BEEN NOTIFIED.

10. CHARLOTTE BIBLE REVIEWED THE ISSUE OF FILING FINANCIAL DISCLOSURE STATEMENTS BY THE BOARD MEMBERS, EXPLAINING THAT UNLESS THE BOARD MEMBERS WERE BEING PAID MORE THAN \$6,000 PER YEAR, THIS BOARD'S MEMBERS NEED NOT FILE FINANCIAL DISCLOSURE STATEMENTS.

MARGARET MCCONNELL ASKED MS. BIBLE IF THE LICENSEES WOULD NEED TO BE ADVISED OF CHANGES IN THE REQUIREMENTS, AS THEY OCCUR EITHER IN AMENDMENTS TO THE RULES AND REGULATIONS OR AS A RULING BY THE BOARD. MS. BIBLE STATED THAT NEW FORMS AND REGULAR COMMUNICATIONS ARE USUALLY SUFFICIENT NOTICE. HOWEVER, IF A CHANGE REQUIRES A FORM OF DISCIPLINE AND/OR MONETARY FINES, A MASS MAILING WOULD BE GOOD PUBLIC RELATIONS.

ANOTHER QUESTION RAISED WAS WHETHER THE 4 HOURS OF ANTI-TERROR TRAINING IS REQUIRED FOR LICENSEES. AT THE MOMENT ONLY DOCTORS AND NURSES ARE REQUIRED.

11. EACH BOARD MEMBER IS NOW ENTITLED TO REIMBURSEMENT OF MILEAGE TO 37.5 CENTS PER MILE FROM 36 CENTS PER MILE.

12. THERE WERE NO PUBLIC COMMENTS.

13.\*\* THE BOARD MEMBERS WERE ASKED TO CONSULT THEIR CALENDARS FOR A DATE/LOCATION OF THE NEXT BOARD MEETING. IT WAS DECIDED THAT TUESDAY, MAY 11, 2004, 9:30 AM, RENO, WAS A CONVENIENT TIME FOR ALL. TERRY PEDROTTI AND CHARLOTTE BIBLE WILL DETERMINE THE LOCATION IN RENO.

14.\*\* THERE BEING NO FURTHER BUSINESS, TERRY CLODT MOVED TO ADJOURN THE MEETING AT 11:20 AM. DOUGLAS SINCLAIR SECONDED THE MOTION, AND THE MOTION WAS CARRIED.

RESPECTFULLY SUBMITTED,

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TERRY PEDROTTI, EXECUTIVE SECRETARY

ATTESTED:

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DONNA ROSE, SECRETARY/TREASURER